



# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** November 10, 2016  
**MEETING DATE:** November 14, 2016

**SUBMITTING DEPARTMENT:** Town Clerk  
**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson  
**PRESENTER:** Carl Pelletier

**SUBJECT:** Special Event: POP! (Place of Possibility) – Winter Block Party on Center St.

## PURPOSE/STATEMENT:

The Mayor and Council approve or deny special event applications requesting use of Town streets, alleys and sidewalks, exemption from Municipal Code, Town equipment and services of Town personnel on behalf of the Town of Jackson.

## BACKGROUND/ALTERNATIVES:

The applicant, Jackson Hole Public Art, requests permission to host POP! (Place of Possibility) Winter Block Party on Center Street between E. Deloney and E. Gill on **either** Thursday, December 8, 2016 **or** Friday, December 9, 2016 from 5:00 P.M. until 9:00 P.M. The event will not be held on both dates.

This event is described as a collaborative event, a temporary, creative community block party on Center Street. Jackson Hole Public Art is coordinating with galleries, restaurants, and shops located along this block as well as with the Chamber of Commerce. The purpose of the event is to activate a space (Center Street), make art, and support local creative businesses.

The applicant has requested the closure of Center Street between E. Deloney Avenue and E. Gill Avenue from 12:00 P.M. the day of the event to set up until 10:00 P.M. after the event for clean-up.

A map of the proposed closure is attached to this application. The applicant anticipates approximately 300 participants attending this event.

The applicant has met with the following and discussed this proposed event with the following:

- Local businesses on Center Street between E. Deloney and E. Gill (a notification provided to local businesses is included in this application)
- The Jackson Hole Chamber of Commerce
- The Jackson Fire Marshal
- The Jackson Streets Manager

The applicant indicated that the event would include:

- cider and hot cocoa
- art-making
- a video projection show on the back of the Mobile Design Studio
- giveaways
- food and cocktails
- Music (DJ)
- 5-6 metal braziers (moveable wood-burning pits)
- hanging lights over a portion of Center (similar to those near the Wort)

The applicant requests the following from the Town in association with the event:

1. Closure of Center Street from E. Deloney to E. Gill from 12:00 P.M. on either December 8<sup>th</sup> or December 9<sup>th</sup> until approximately 10:00 P.M..
2. Permission from Town Council for amplified sound associated with the Winter Block Party activities.
3. A catering permit to sell alcohol on Center Street between E. Gill and E. Deloney on December 8<sup>th</sup> or December 9<sup>th</sup> from 5:00 P.M. until 9:00 P.M. Serving of alcohol on public property (Center Street). Ordinance 6.40.050 (B) prohibits open containers and the consumption of alcohol on any street, sidewalk or curb or any other public property.
4. Permission for individuals to travel on Center Street with alcohol. Individuals with alcohol would not be allowed to exceed the limits beyond Center Street between E. Gill and E. Deloney. There will be personnel stationed at each potential exit.
5. Permission to have food vendors to Center Street on either December 8<sup>th</sup> or December 9<sup>th</sup>. Food vendors would be limited to Jackson-based food vendors who would provide food from food trucks or food tents.
6. An expo license for the sales of any food or merchandise on Center Street on either December 8<sup>th</sup> or December 9<sup>th</sup>
7. Permission to place 5-6 portable bonfire containers on Center Street between E. Gill and E. Deloney. These pits would need pre-approval by both the Jackson Fire Marshal and the Jackson Streets Manager.
8. The use Town barricades, cones, and street signs from the Public Works Department.
9. Permission for the Home Ranch Welcome Center and Deloney Street public restrooms remain open for the duration of this event.

This application has been distributed to various Town departments for review. Staff does not anticipate a conflict with any other special events.

#### ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Special Events within the Town of Jackson are aligned with Council's Strategic Intent to Maintain the Unique Character of Jackson Hole and Town as Heart of Region.

#### ATTACHMENTS:

Special event application.

FISCAL IMPACT:

Estimated fiscal impact is minimal.

STAFF IMPACT:

On-duty Public Works staff to prepare and check-out and check-in the barricades to the applicant.

LEGAL REVIEW:

N/A

RECOMMENDATION:

Staff recommends the approval of the special event permit application, subject to the following conditions and restrictions:

1. The applicant shall clean up after the event and shall be responsible for the removal of all refuse generated by the event.
2. Banners are not permitted unless approved under a separate Sign Permit Application to the Planning and Building Department.
3. All walkways and boardwalks shall be kept clear and unobstructed.
4. Any power cords that cross walkways shall be taped and secured so as to avoid a tripping hazard.
5. The applicant shall coordinate all police services with the Jackson Police Department at (733-1430) at least one week prior to the event to work out the details of the requested closures.
6. The applicant shall coordinate all public work services with the Public Works Department at (733-1430) at least one week prior to the event to work out the details of necessary services.
7. An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
8. The applicant shall be responsible for the closure of Center Street and the procuring, posting and removal of any signage including but not limited no parking and handicap parking signs associated with the event.
9. The applicant will notify nearby businesses of the event.
10. The applicant will procure, post and remove "Customer Parking Only" signs for nearby private parking spaces including but not limited to the Mountain Trails Gallery.
11. The applicant is expected to monitor the noise levels of the event to ensure that it is conducted in a manner that reduces the likelihood that it will disturb the residents and businesses of the surrounding area or neighborhood. In the event that complaints from residents or businesses are received, the person to whom this permit is issued shall be responsible for taking reasonable steps to see that the noise is abated in a timely manner.
12. Amplified sound will cease by 9:00 P.M.

13. All barricades, cones, and signs must be removed immediately following the event. Barricades, cones and signs must be returned to the Public Works Department.
14. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
15. The applicant shall apply and pay for all licenses and/or permits prior to the events.
16. The applicant shall advise and instruct all participants on the conditions, restrictions, prohibitions and responsibilities imposed on these events and assist in their enforcement.
17. The applicant and all participants shall conduct all activities in a responsible, professional and timely manner.
18. Applicant shall advise all galleries and other participants in the POP Winter Block Party that the participants are responsible to comply with all alcohol dispensing laws and ordinances, including the prohibition against service to minors and the prohibition against the carrying or consumption of alcoholic and malt beverages in open containers of any kind on any street or sidewalk.
19. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system shall be utilized and all ID's checked. It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons. Participants shall not be permitted to leave the event with open containers.
20. Alcoholic beverage sales shall be in 16 oz. or smaller plastic cups only.
21. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department. Vendors may not sell more than 16 oz. in the mugs, regardless of mug size.
22. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
23. The applicant will take measures to insure that open alcohol containers remain within the boundary of Center Street between E. Gill and E. Deloney.
24. In addition to providing the list to the Wyoming Department of Revenue containing the names, social security numbers, phone numbers and addresses of all participating artists, vendors and merchants pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department fourteen days prior to the event.
25. Fire department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided. *All streets in the square apply and shall maintain emergency vehicle access toward the business side of the street.*
26. All tents having an area in excess of 200 square feet shall require advance permitting through this Department *unless open on all sides* (IFC 105.6.43).

27. Tents which can hold over 50 or more occupants must provide this Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6). *Please note this tent requirement on tents of approximately 750 square feet or more.*
28. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
29. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
30. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted (IFC 3104.6).
31. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7) *See cooking requirement below.*
32. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12). *All tents with cooking shall have minimum one fire extinguisher.*
33. Any cooking performed within tents shall require advance approval by this Department (IFC 3104.15.3 – 3104.15.7). *Cooking tents must be located at least 10 feet from other tents, measured from tent edge to tent edge.*
34. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
35. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

**SUGGESTED MOTION:**

I move to approve the POP special event application made by Jackson Hole Public Art subject to the conditions and restrictions listed in the staff report.

# Special Event Application

## Submit Completed Document To:

Town Hall  
Town of Jackson - Special Events  
150 East Pearl Street  
P.O. Box 1687  
Jackson, Wyoming 83001

cpelletier@townofjackson.com  
(307) 733-3932 ext. 1112 (phone)  
(307) 739-0919 (fax)



Date Application Received:

A completed application  
must be submitted at least  
21 days prior to your event.

## APPLICANT INFORMATION

Name of Event: **POP (Place of Possibility) – Winter Block Party**

Name of Organization: Jackson Hole Public Art

Type of Organization:  Non-Profit  Public Agency  For-Profit Business

Mailing Address: PO Box 4413

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Carrie Geraci and Shawn Meisl

Email Address: carrie@jhpublicart.org and shawn.meisl@gmail.com

Cell Phone: (307) 413-1474 (Carrie) Cell Phone: (307) 413-2222 (Shawn)

## EVENT INFORMATION

Type of Event: Run / Walk Concert Filming Assembly  
Parade Festival Biking Education  
 Other: Collaborative event, a temporary, creative community block party on Center Street.

Description & Purpose of Event (*Attach additional sheets if necessary*):

We are envisioning a Winter Block Party on Center Street (called POP – Place of Possibility), replete with bonfires, cider and hot cocoa (Persphone’s marshmallows), and art-making, as well as a video projection show on the back of the Mobile Design Studio. Held between E. Deloney and E. Gill streets, Center St. would be closed for the afternoon/evening, and (possibly, depending on cost) snow shifted onto the street, down the block to provide a festive base layer. JHPA will place 5-6 metal braziers (moveable wood-burning pits) down Center St. The Mobile Studio, parked at one end, will be lighted by a video project artist, and will have giveaways. We will coordinate with galleries, restaurants, shops and the Chamber, all located along the block, to stay open (buy local) and offer specials, food and cocktails, DJd music, and other activities. The proximity to the holidays will be a boon to business and the block party will create winter community fun. The purpose is to activate a space (Center St), make art, and support local creative businesses. We’d like to

# Special Event Application

explore hanging lights over a portion of Center, similar to those near the Wort.

Location of Event: Center Street between Deloney and E. Gill streets      Alt. Location: None

Date(s) of Event: (choice) Dec. 8 or 9, 2016      Event Operating Hours: 5 to 9 pm

Event Set Up Begins: afternoon of event date/ (putting up no parking signs the day prior)

Event Clean Up Ends: early am following evening event/ (return street to original condition, clean up)

Note: Street will be closed to vehicles beginning at 2 pm, snow shifted to cover street.

# Special Event Application

## EVENT INFORMATION (continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 300

Total Event: 300

Special Considerations (check all that apply):

Alcoholic Beverages

Merchandise Sales

Ticketed Admission Tents

Street Closure

Sidewalk Closure

Food Sales (possibly)

Electricity Requested

Overnight Parking (trailer)

Overnight RV Camping

Use of Town Square

Cooking/Grilling (mobile trucks)

Recurring Event

Sound Amplification

Pets or Animals

Event Co-Sponsor(s):

*All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.*

Will you be charging admission or a fee for your event?

Yes

No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Shawn Meisl

Cell: (307) 413-2222

## EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

Tents (X)

Beverage Vendors (BV)

Portable Toilets (T) (Home Ranch +

Deloney bathrooms open until 9 pm)

Stages or Amplified Sound (SO)

Garbage Receptacles (G) use town's?

Retail Merchants (RM)

Fire Lane (FL)

First Aid / EMS (FA)

Electricity / Generator (EL)

Food Vendors (FV)

Alcohol Vendors (A)

Hand Washing Sink (HWS)

Bleachers (BL)

Recycling Receptacles (RR) –

Security (P)

Fire Extinguishers (EX)

Barricades (G)

Trailers, Vehicles, Storage (TR)

*Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.*

# Special Event Application

## STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot?  Yes  No

Area of Closure Request Date(s) Start Time End Time

Center Street, betw E Deloney and E Gill streets, 12/8 OR 9 (choice of one), 2 pm until 10 pm

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces?  Yes  No

If "Yes", how many parking spaces will be unavailable due to the event: all on Center Street between E Deloney and E Gill

Will the event closure requests impact any START Bus routes? Yes  No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: START Bus contacted?  Yes  No

Note: We plan to contact START so they understand that there may be a different traffic flow than usual that evening.

## RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients? Yes  No, not yet.  
Spoken with Chamber and have their okay. Will ask Chamber for assistance with a list to contact on Center Street neighbors. We will also go door-to-door on Center St. to present the event.

# Special Event Application

## TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting: We will contact Public Works to walk through these needs, to assure they will handle the Center Street closure.

4 Large Street Barricades

Small Sidewalk Barricades

4 28 Inch Street Cones

Candlestick Cones

4 "Road Closed" Street Signs

"Local Traffic Only" Street Signs

4 "Detour" Street Signs

2 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

## TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

### POLICE DEPARTMENT

(307) 733-1430

Event Security

Mounted Horse Patrol

Traffic Control

Race Lead Vehicle

Parade Lead Vehicle

General Presence

Towing / Ticketing

Assistance with

Assistance with

Parking Closures

Street Closures

Please describe in detail your request: Since we are closing a block of Center Street, we would appreciate guidance for how to safely close the street with barricades, and how to remove cars that are still parked when snow moving is scheduled to begin at 2 pm. We will post notices at all parking spaces along Center Street (between E Gill and E Deloney) 24 hours in advance.

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The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

# Special Event Application

## TOWN SERVICES REQUESTS (continued)

### PUBLIC WORKS DEPARTMENT (307) 733-3079

Street Sweeping

**Moving**

Street Marking

Please describe in detail your request: Similar to the stage stop dog race, we would like to have snow moved onto Center Street for the night. We do not think the snow needs to cover the entire section of Center from E Gill to E Deloney but a good portion of the street would be festive. We will also need the snow removed again, following the event (10 pm onward).

### PARKS AND RECREATION DEPARTMENT (307) 732-5753

Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

Electricity Access

Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

Additional Public Restroom Cleaning **(possible with Home Ranch bathrooms)**

Please describe in detail your request: Leaving the Home Ranch bathrooms open until the event is concluded (9 pm) means that they may need an additional cleaning the next morning.

*\*Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field? Yes   **No**

If "Yes", has the site been reserved with Parks and Recreation? Yes  No

### FIRE / EMS DEPARTMENT (307) 733-4732

Foot Patrol

Ambulance

Fire Engine

Rescue Truck

Bicycle Patrol

Event Site Inspection

Please describe in detail your request: Will we need a fire inspection if we have mobile food trucks onsite during different times of the day?

# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

START BUS (307) 732-8651

### TOWN SERVICES REQUESTS (continued)

Event Specific Shuttle(s)

Please describe in detail your request:

### VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?  Yes  No

If "Yes", please indicate times: Start Time: 5 pm Finish Time: 9 pm

Will your event feature any musical entertainment?  Yes No

*If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.*

Note: We plan to have a DJ stationed between Alta Mira and Heather James galleries. We will connect with the galleries to make sure this works for them. Speakers will amplify the music for the event.

### VOICE / MUSIC AMPLIFICATION REQUESTS

Are you requesting to hang signs or banners? Yes  No, not in town

If "Yes", have you completed a sign permit application? Yes No

***A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.***

### INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached: Yes  No, will send later



# Special Event Application

## VENDORS/MERCHANTS/SALES

Will anything be sold at your event? Yes  No

***If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.***

Please describe any sales activity at your event:

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Will any food or beverages be sold at your event?  Yes, food truck  No

***If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.***

## TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan? There are town waste receptacles along Center Street.

If "Yes", which company will you be using?

How many trash receptacles will be supplied for your event?

When will the trash receptacles be delivered?

When will the trash receptacles be picked up and removed from site?

Describe your plan for the collection and removal of trash during your special event:

***Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.***

# Special Event Application

## RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan.

***For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.***

Will you be using a company for your waste removal plan? Do we need recycling containers on Center Street?

If "Yes", which company will you be using?

How many recycling receptacles will be supplied for your event?

When will the recycling receptacles be delivered?

When will the recycling receptacles be picked up and removed from site?

Describe your plan for the collection and removal of recyclable materials during your special event:

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*Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.*

## SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years? Yes  No, new event

If "YES" please indicate any significant changes to the event request since its last approval:

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# Special Event Application

## TOWN IMPACT SURVEY

In an effort to better understand the impact of this special event on the local economy please answer the following questions:

- 200 Estimated total number of participants and/or spectators at the special event. If the event is reoccurring - taking place multiple days over the course of a season - please indicate the total estimated number from all events combined over the course of the season.
- 95% Estimated percentage of Jackson resident participants and/or spectators at the special event.
- 95% Estimated percentage of local area participants and/or spectators at the event. This would include participants and spectators from Victor, Alpine, Driggs and the other areas surrounding Jackson that would not require an overnight stay in Jackson.
- 5% Estimated percentage of out-of-town participants and/or spectators at the special event.

If participants and/or spectators are traveling from out-of-town (including surrounding areas such as Victor, Driggs, Alpine, etc.,) are they coming to Jackson with the primary reason to participate in or watch this special event? Is this event a driving force in a visitor's decision to travel to Jackson?

Yes

No

*The Town of Jackson will be sending a Post Event survey following your event to capture additional information. We would truly appreciate you filling a post survey out.*

## STANDARD CONDITIONS OF APPROVAL

***Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.***

### GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the

Initials: CG/SM

# Special Event Application

## STANDARD CONDITIONS OF APPROVAL (continued)

### TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

### STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

### SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

### POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

### ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: CG/SM

# Special Event Application

## STANDARD CONDITIONS OF APPROVAL (continued)

### TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

### PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

### INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

### FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: CG/SM

# Special Event Application

## STANDARD CONDITIONS OF APPROVAL (continued)

### ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

### TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Initials: CG/SM

# Special Event Application

## STANDARD CONDITIONS OF APPROVAL (continued)

### TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

### FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: CG/SM

# Special Event Application

## STANDARD CONDITIONS OF APPROVAL (continued)

### ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

### FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

***Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.***

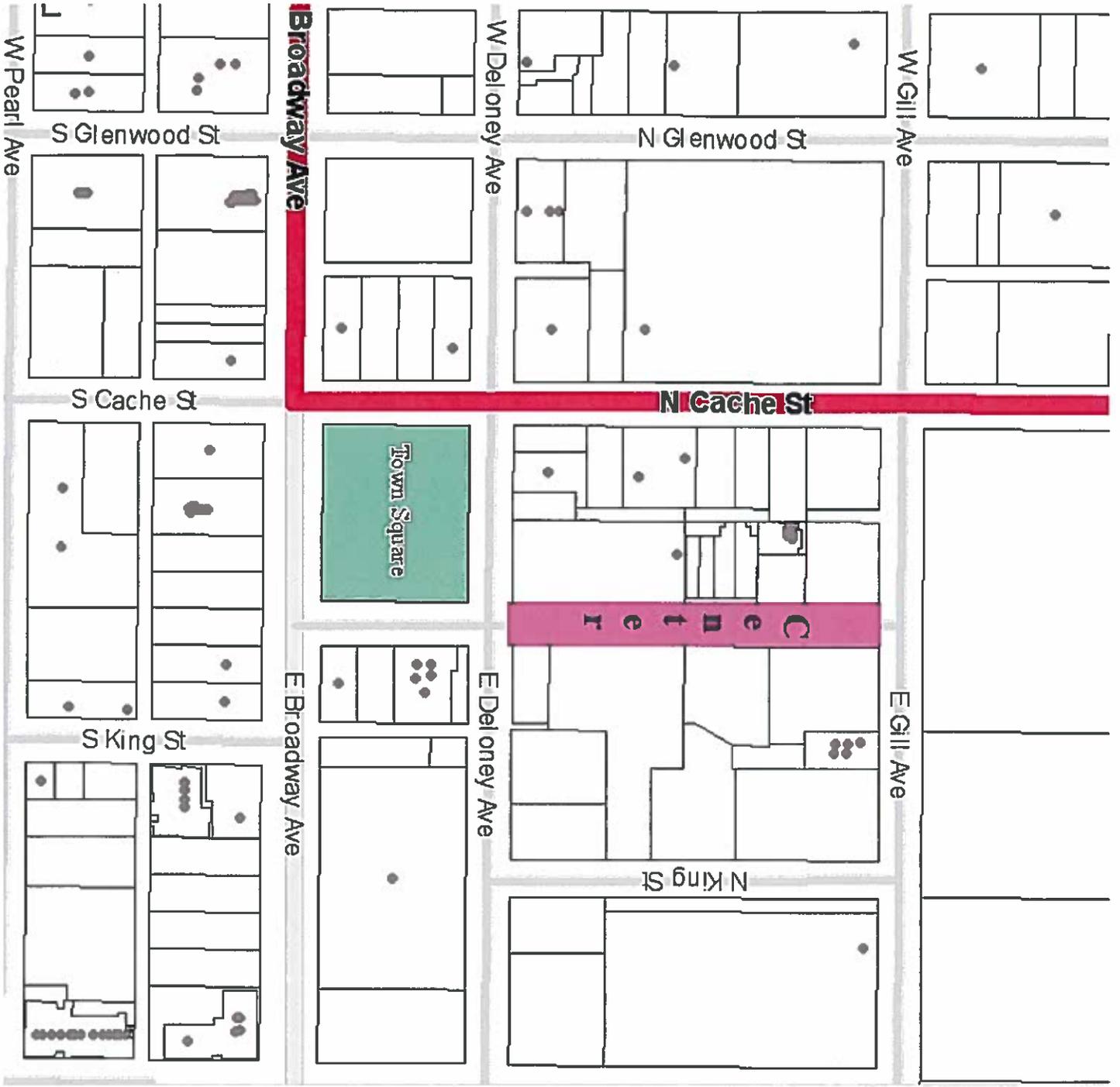
I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: \_\_\_\_\_  
Signatures

APPLICANT: Carrie Geraci/Shawn Meisl  
Printed Names

DATE: October 18, 2016

TITLES: Geraci: Executive Director/Meisl: Project Manager

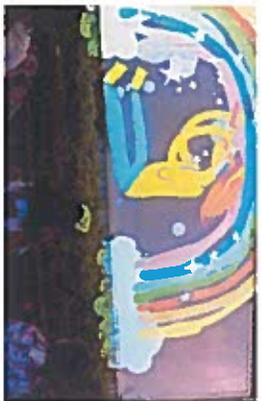




POP (Place of Possibility)  
Thursday, December 8 or Friday OR December 9  
5 pm to 9 pm

Join us for art + food + beverages + music + live  
projected animations created by local artists and  
students working with visiting artists, VJ SUAVE.  
Center Street will be closed by noon on the day of  
the event. A fire lane will remain open.

WINTER POP IS FUNDED BY: a grant from 4JH, private  
donors and the Friends of Jackson Hole Public Art.



**Town Council Meeting**  
6:00 PM  
Monday, November 14, 2016

**Contact**  
Carrie Geraci  
307-413-1474  
Carrie@jhpublicart.org  
www.jhpublicart.org

**Mayor & Town Council**  
council@townofjackson.com



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